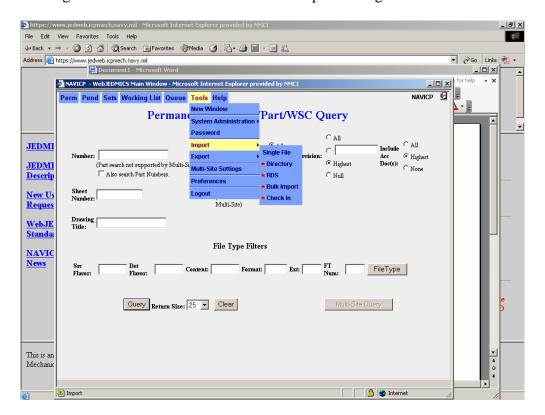
SINGLE FILE IMPORTING – NEW DRAWINGS INTO JEDMICS Continued

Importing Index Data Only – NO Image Exists

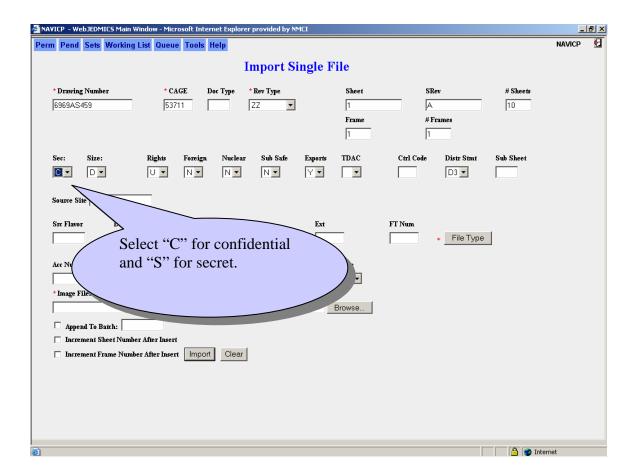
There will be situations when you must insert index data into JEDMICS and there will not be an image associated with it. The majority of the time this will be index data that is required to identify a classified drawing. In order to associate a classified drawing to a Repository Data Set (RDS) – or a bidset – the index data must reside within JEDMICS. This allows the users to add this reference into the RDS. The RDS must show all the data that is required to procure or repair an item.

To load index data only – view the image and determine the unique index data and complete the posting sheet. It is not necessary to have the classified drawing with you while you place the index data in JEDMICS. By completing the posting sheet, this provides all the unique indexing data required to upload.

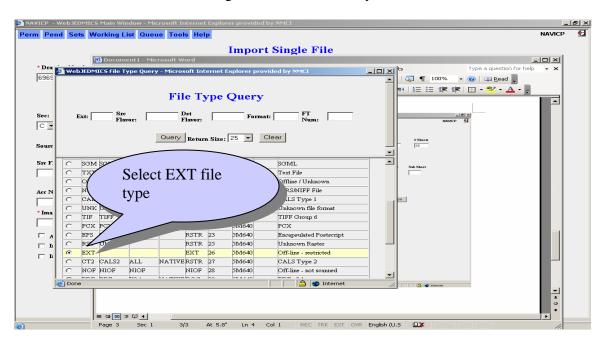
1. Log into JEDMICS and select Tools – Import – Single File



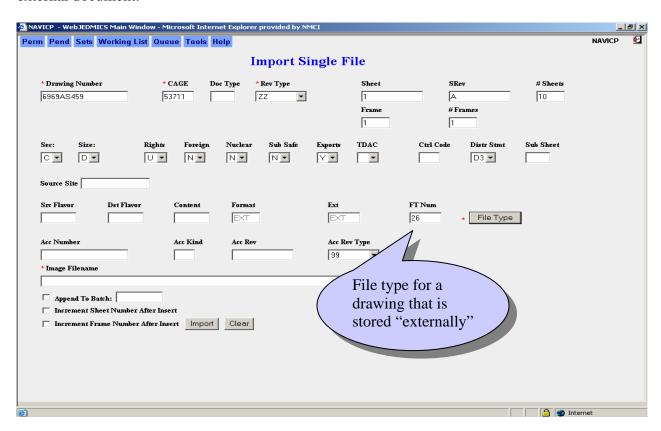
2. Fill in the index data that relates to the drawing. Note that in the example of a classified "Confidential" drawing, the security classification is set to "C". If the drawing was Secret – it would be set to "S". The remaining index data is complete just as you would with an entry that would have an image.



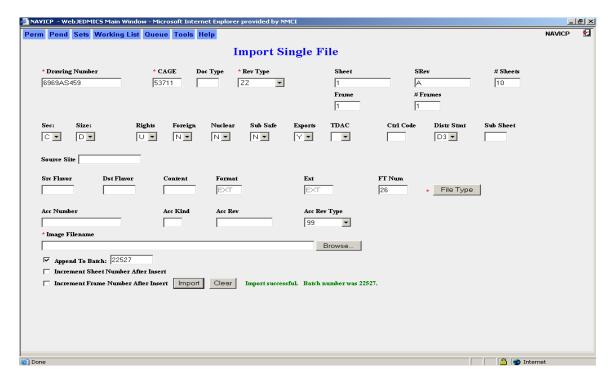
3. Select File Type – when inserting index data for a classified drawing – select file type "EXT". This means that the image is stored "externally" to JEDMICS.



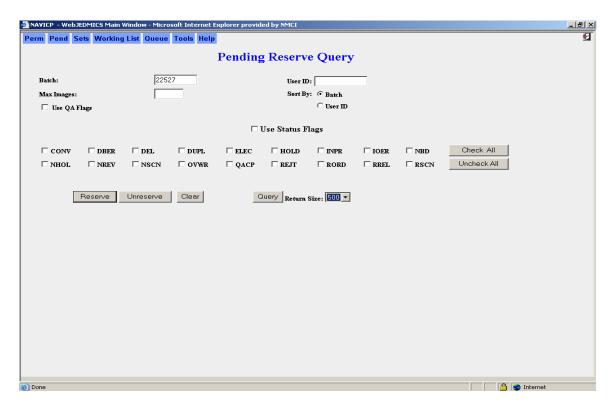
4. As you can see – the entry for file type is different. It shows the file type for an external document.



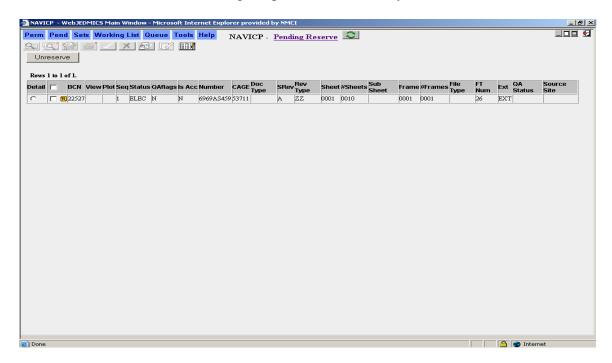
5. Import as usual. Make sure to write down the Batch Control Number (BCN).



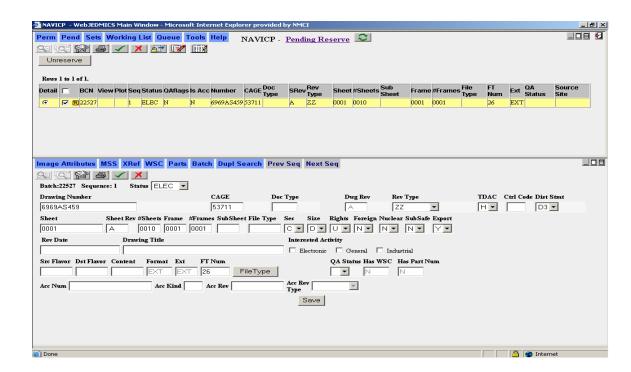
6. Reserve the new batch.



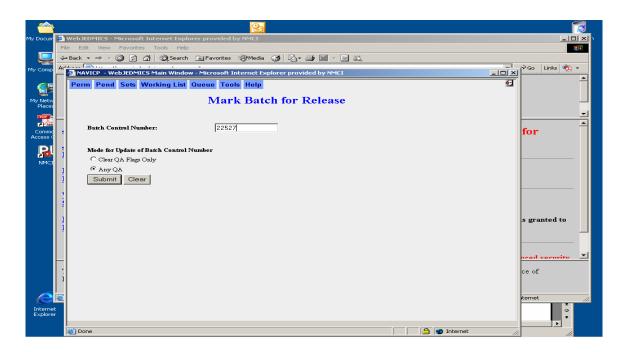
7. Note the new index data. File type is Ext. The "P" for print has a red line through it. This means that there isn't an image to print. This is what you want to see.



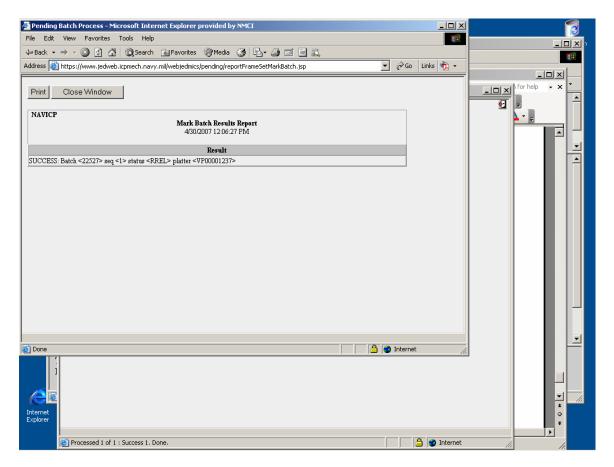
8. Make the index changes as normal. Make sure that you make "QA Status" a "P" and the Drawing Title either the "M" or "M-EXP".



9. When all index corrections have been make – mark the batch for release – "RREL"



10. The report will show if the upload was successful.



11. The following is what the user will see when they query on the drawing number. It shows external doc type and that they do not have an image to print.

